

# **RUTHERFORD COUNTY, TENNESSEE**

## **CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE:**

**BREASTFEEDING COUNSELOR**

**FLSA STATUS:**

**NON-EXEMPT**

---

### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to provide education and assistance pertaining to breastfeeding techniques. Duties and responsibilities include providing counseling and encouragement to new mothers, providing education about breastfeeding advantages and techniques, conducting hospital or home visits to maternity patients, instructing mothers on breast pump operations, weighing babies and monitoring weight gain, coordinating/conducting community educational events, maintaining equipment and supplies, preparing documentation and maintaining records, and performing other duties as assigned. Reports to the Breastfeeding Counselor/ Nutritionist.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Provides education, assistance, encouragement, counseling, and support to pregnant women, new mothers, and the general public regarding breastfeeding techniques, advantages, equipment, and related issues.

Reviews prenatal surveys to encourage interest in Breastfeeding.

Visits clients in hospital or home environments to help initiate the breastfeeding process or to resolve problems; conducts follow-up telephone calls or visits to homes; provides consultation to clients in the office as needed.

Demonstrates operation/maintenance of breast pumps, supplemental nursing pumps (SNP), breast shells, nursing pads, and related supplies; assists with records of pumps loaned to clients.

Weighs babies and monitors weight gain; documents progress correctly in charts.

Monitors situations in which mother or infant could be at high risk and report's findings to supervisor.

Records information pertaining to condition of each client; prepares patient charts and other departmental records; maintains file system of departmental records.

Conducts/coordinates educational events, such as seminars, classes, booths, exhibits, displays, bulletin boards, or other activities.

Prepares, maintains, and/or distributes a variety of educational materials.

Maintains resource library of books, videos, or other educational materials; maintains records of materials loaned to clients.

Maintains inventory of departmental supplies; ensures availability of adequate materials to conduct work activities; initiates requests/orders for new or replacement materials.

Performs general maintenance tasks necessary to keep equipment/apparatus in good working condition.

Prepares or completes various forms, reports, correspondence, educational materials, patient records, or other documents.

## **Rutherford County, Tennessee • Breastfeeding Counselor**

---

Receives various forms, reports, correspondence, patient records, educational materials, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, patient tracking, or other software programs; Ability to develop & use Excel spreadsheets; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, pulling charts, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail as well as other task as assigned.

Communicates with supervisor, employees, other departments, clients, medical providers, the public, outside agencies, lactation consultants, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains an awareness of new methods, trends, and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.

Works hours as scheduled.

Completes work at assigned work station determined by supervisor.

Always responds to and reports immediately if called upon by local, regional, or central office supervisors, as part of a coordinated emergency response by the Department of Health.

### **ADDITIONAL FUNCTIONS**

May operate a motor vehicle to conduct hospital/home visits to clients.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by training in breastfeeding techniques and training/educational techniques; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Bilingual preferred. Has personally breastfed at least one child. Must possess and maintain a valid Tennessee driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

## ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-30 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate depth and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards, disease, or pathogenic substances.

### PHYSICAL DEMANDS ANALYSIS

#### 1. STANDING AND WALKING

**Tasks:** walking up and down the hallway inside patient care building

**Surface:** covered concrete floor

**Estimated Total Hours:** <1 **Maximum Continuous Time:** 3

#### 2. SITTING

**Tasks:** at desk

**Estimated Total Hours:** 6.5 **Maximum Continuous Time:** 7.5

#### 3. LIFTING/CARRYING

**Objects:** breast pump and supplies occasional carried from store room to office to front office for patient.

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs					
11-25 lbs					
26-50 lbs		X			
51-75 lbs					
76-100 lbs					
>100 lbs					

#### 4. PUSHING/PULLING

**Objects:** placing supplies on the shelves in store room pamphlets, magazines

**Height of hands above floor during push:** just above the head

#### 5. BENDING/SQUATTING/KNEELING

**Tasks:** placing supplies in kitchen, store room or cooking for class.

**Frequency:** weekly or less than an hour

#### 6. WORK CONDITIONS

Exposure to	Yes	No
-------------	-----	----

Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces	X	
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>50</u> % of time
Outside	<u>50</u> % of time

**7. OTHER JOB DEMANDS**

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping		X
General Cleaning	X	
Handling Trash	X	

**8. LIST TOOLS, EQUIPMENT AND MATERIALS USED:**

Computer, Desk, stove, breast pumps, pens, pencils, calculator, copier, fax

**9. HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes	X		daily
Grasp	X		daily
Fine Motor i.e.: writing, twisting hands or wrist, etc	X		daily

**Exemption Status Test (Administrative Employee)**

*~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:*

1. Regularly receives a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed.

**Yes**

2. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers?

**No**

3. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?

**Yes**

4. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

**Yes**

- ♦ - ♦ - ♦ - ♦ -

Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date